

SELF SERVICE CENTER

INSTRUCTIONS FOR REQUESTING VOLUNTARY MEDIATION

USE THIS PACKET to request voluntary mediation for custody or visitation disputes involving your minor children. Complete the ***“Request for Voluntary Mediation”*** form in the following manner:

STEPS INSTRUCTIONS

- STEP 1** **USING BLACK INK ONLY, type or neatly print** your name, address, city, state, zip code, and telephone number in the top left-hand corner of the document. If your case has an ATLAS number, write in the ATLAS number. If you are represented by an attorney, write in the attorney's bar number. Then write in the case number on the top right portion of the form. Your case number is the file number of your divorce, paternity, legal separation, or domestic relations case. If your case is very old, it may have a **“D”** or a **“DR”** number. If there is no case filed in the court, leave this line blank.
- STEP 2** Complete the caption of the case as it appears on your legal action. For example, if you filed for the divorce, legal separation, paternity, or domestic relations case, you are the petitioner. Neatly print your name above “Name of Petitioner,” and the other party's name above “Name of Respondent.” If the other party filed the court papers, then you are the Respondent and the other party is the Petitioner. If there is no case filed in the court, whoever signs as the person requesting the mediation, should sign as Petitioner.
- STEP 3** Complete Item 1 as to whether or not there is an action currently pending. Complete Item 2 as to whether mediation has or has not been previously attempted. Complete Item 3 as to whether a ***“Decree of Dissolution”*** has or has not been entered or that this does not apply to your case. Complete Item 4 by briefly and specifically describing the disagreement between you and other party about custody and/or visitation.
- STEP 4** Date and sign the request form with the current day, month, and year. Below your signature and date, **PRINT CLEARLY** your current mailing address and telephone number.
- STEP 5** The other party must sign and date this request form to indicate his or her willingness to participate in the mediation conference. The other party must also print clearly his or her address and telephone number.
- STEP 6** Either you or the other party may deliver or mail the request form to the appropriate Conciliation Services Office located at:

201 West Jefferson, 3rd Floor
Central Court Building
Phoenix, Arizona 85003
Phone: (602) 506-3296

Southeast Court Complex
222 East Javelina Drive
2nd Floor
Mesa, Arizona 85210
(602) 506-2300

Northwest Court Complex
14264 W Tierra Buena Lane
Surprise, Arizona 85374
Phone: (623) 372-9406

After receiving your request, the Conciliation Services Office will contact you regarding the action taken on your request.